

# DOWNTOWN STREET CLOSING

## **Regulations and Procedures**

The following Street Closing Regulations and Procedures document applies to any street closing requests made by a non-city related entity/function to be held within the Municipal Service District Area (map below) located in Downtown Goldsboro and is applicable to any public street or alley ways:

1. A Street Closing Contract (Contract) must be filled out and submitted to the Police Department no later than six weeks prior to the date of the street closing request date.
2. The Goldsboro Police Department will send a signed copy of the Contract to the DGDC for record.
3. The Contract and Street Closing Signature Form must be signed by all parties and submitted to the Police Dept. prior to a formal request to City Council is issued in the form of an Agenda Memorandum prepared by the City Manager's office. Once the City Council approves the Street Closing request, the Police Department will issue the parade/event permit.

## **Contract**

NORTH CAROLINA, WAYNE COUNTY

THIS STREET CLOSING CONTRACT is made on this \_\_\_\_\_, by and between the City of Goldsboro Police Department and the Downtown Goldsboro Development Corporation (DGDC), and \_\_\_\_\_ (Applicant).

IT IS MUTUALLY UNDERSTOOD AND AGREED AS FOLLOWS:

1. The Applicant has submitted a request to close a street or portions thereof as described by: (describe specifically portion to be closed)

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For the period of time described below:

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which shall hereinafter be referred to as Request.

2. Applicant must meet the following criteria before request is considered (it is recommended that these take place in chronological order):
  - a. Obtain written documentation from NCDOT approving the Request if any portion of the Request is located on a state maintained street. Present documentation with request. Contact the City Planning Department to verify street ownership. (580-4333)
  - b. Submit the above documentation, if applicable, to the Goldsboro Police Department (contact : Operations Major) along with a detailed written description of the events and activities to take place at the location of the street closing. Include time, date, contact person, contact phone number, as well as the general activities that will take place.

